


# MSFC OFFICE GREEN PURCHASING REPORTING FORM

Reporting Month: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Date: \_\_\_\_\_ POC Name: \_\_\_\_\_ FWR/Contract No. \_\_\_\_\_

Products	Total Amount Purchased (\$)	Amount Purchased Containing Recycled Content or Biobased Material (\$)
<b>Recycled Content Products</b>		
<b><i>Nonpaper Office Products</i></b>		
Binders, Clipboards, File Folders, Clip Portfolios, and Presentation Folders		
Office Furniture		
Office Recycling Containers		
Office Waste Receptacles		
Plastic Desktop Accessories		
Plastic Envelopes		
Plastic Trash Bags		
Printer Ribbons		
Toner Cartridges		
<b><i>Paper and Paper Products</i></b>		
Commercial/industrial Sanitary Tissue Products		
Miscellaneous Papers		
Newsprint		
Paperboard and Packaging Products		
Printing and Writing Papers		
<b><i>Miscellaneous Products</i></b>		
Awards and Plaques		
Mats		
Signage		
<b>Biobased Products</b>		
<b><i>Housewares and Cleaning</i></b>		
Air Fresheners and Deodorizers		
Cleaning Supplies (Adhesive and Mastic Removers, Bathroom and Spa Cleaners, Carpet and Upholstery Cleaners, Drain Cleaners, Garbage and Lawn Trash Bags, General Purpose Household Cleaners, Glass Cleaners, Graffiti and Grease Removers, Industrial Cleaners, Lavatory Flushing Fluids, Microbial Cleaning Products, Multipurpose Cleaners, Trash Cans and Liners)		
Floor Care (Cleaners and Protectors, Sealer, Wax Stripper)		
Paper Products (Toilet Paper, Seat Covers, and Dispensers)		
Soaps and Laundry (Bar Soap, Laundry Detergent, Laundry Room Accessories)		
<b><i>Office Supplies</i></b>		
Organization (Badge Holder, Stamps and Inks, Writing Instruments)		
Shipping and Packaging (Shipping and Packaging, Bags, Labels, Packaging Materials)		
<b><i>Form continues on page 2</i></b>		


 EPA's List of Designated Products: <http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm>

 USDA's BioPreferred Catalog: <http://www.catalog.biopreferred.gov>

**MSFC OFFICE  
GREEN PURCHASING REPORTING FORM**

Products	Total Amount Purchased (\$)	Amount Purchased Containing Recycled Content or Biobased Material (\$)
<b><i>Personal Care and Toiletries</i></b>		
Allergy and Sinus Relievers		
Bath Products		
Facial Care Products		
Hair Care (Shampoo and Conditioner)		
Hand Cleaner and Sanitizers		
Lip Care		
Lotions and Moisturizers		
Oral Care Products		
Pest Control		
Razor Tray		
Sanitary Tissues		
Sun Care Products		
Topical Pain Relief (Topical Pain Relief; Cuts, Burns, and Abrasions Ointment)		
Women Health Products		
Woven Fiber Products		
<b><i>Safety</i></b>		
Medical Supplies		

 EPA's List of Designated Products: <http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm>

 USDA's BioPreferred Catalog: <http://www.catalog.biopreferred.gov>